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14 March 1957

MEMORANDUM FOR: Director of Training

FROM : Chief, Plans and Poli

SUBJECT : Weekly Activity Report

I. COMPLETED PROJECTS

1. Training Credit

A memo to Chief, PP Staff, approving credit for attendance at the PP seminar under the provision of [] was prepared for DTR's signature.

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II. NEW PROJECTS

1. Far East Briefing

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At the request of [] the arrangements have been made for a briefing of a group of administrative officers going to the Far East. This group includes []

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[] This briefing is scheduled to take place on Thursday morning, 21 March 1957, and will be conducted by the Chiefs of IS, JOTP, CS, LAS and A & E Staff.

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2. Review of []

At the request of DDTR, a draft review was prepared for DD/S concerning the progress which OTR has made in adopting the provisions of CIA []

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3. OC Briefing

Material is being prepared for the briefing of OC instructors on significant developments reflecting in the Country Estimates for 1958-59.

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III. PROJECTS IN PROCESS

written up for Wa C
1. PP/PM Seminar

→ The PP/PM seminar started on 28 February for the purpose of producing PP/PM "working doctrine." The next session will be held on 15 March.

2. Committee on Language Development

a. Launching the Program

- (1) All action papers to put into effect the Language Development Program have been printed and reproduced and are ready for distribution. Preliminary distribution has been made to the Training Officers throughout the Agency and to certain administrative and personnel officers for discussion with the DTR and representatives of the D/Pers at meetings scheduled for 20 and 21 March. The DD/I and DD/S representatives will meet on 20 March, and the DD/P representatives will meet on 21 March.
- (2) The Committee on Language Development will meet on 19 March at 1000 hours in the OTR Conference Room to consider the draft of the book dispatch to overseas bases and stations which will cause the Program to be put into effect overseas. The purpose of this meeting is to approve the book dispatch and provide the DTR with the information he needs to describe how the Program will operate overseas.

b. Language Attitude and Proficiency Test

- (1) On 13 March, at the suggestion of the DTR, the Chairman of the Committee on Language Development met with Dr. Leon Dostert, Director of the School of Languages and Linguistics, Georgetown University. As a result of this meeting, it was concluded that satisfactory testing in support of the Language Development Program should include the following:
 - (a) Proficiency tests which measure the rate of absorption of the student in terms of visual and auditory assimilation and retention, the rate of oral fluency development, and the rate of attrition or loss of lexical, structural and phonological abilities.

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- (b) Achievement tests at three levels which correspond to the proficiency levels established under the program. Specific objectives of these tests are as follows:
- (1) Elementary - aptitude of the subject to speak in normal every day situations, so that he is understood by a native speaker on single utterances without repetition, ability to understand native speakers in every day situations without repetition, ability to read simple instructions and signs.
 - (2) Intermediate - ability of the student to engage in social conversation on topics of general, current interest with fluency but with permissible accent in pronunciation; ability to read newspaper level material and to write simple personal letters or memoranda.
 - (3) Advanced - complete fluency of the student in speaking and comprehension with permissible accent in speaking, ability to read and understand well enough to prepare digests of written material in the field of specialization of the student, and ability of the student to write adequately in his field of specialization.

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IV. MEETINGS ATTENDED

1. Civilian Reserve

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A meeting was held on Tuesday, 12 March, with [redacted] Office of Communications; [redacted] Medical Staff; and [redacted] Office of Security, to initiate preparation of annexes to a project now being prepared by the Office of Personnel to establish a civilian reserve. Draft of these annexes will be discussed on Tuesday, 19 March.

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2. Instruction [redacted]

[redacted] Office of Security, met with the DC/PPS to propose ways and means of increasing instruction in the field [redacted]

[redacted] The Office of Security was requested to submit a memorandum to DTR, formally outlining their proposal and requested CTR consideration.

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